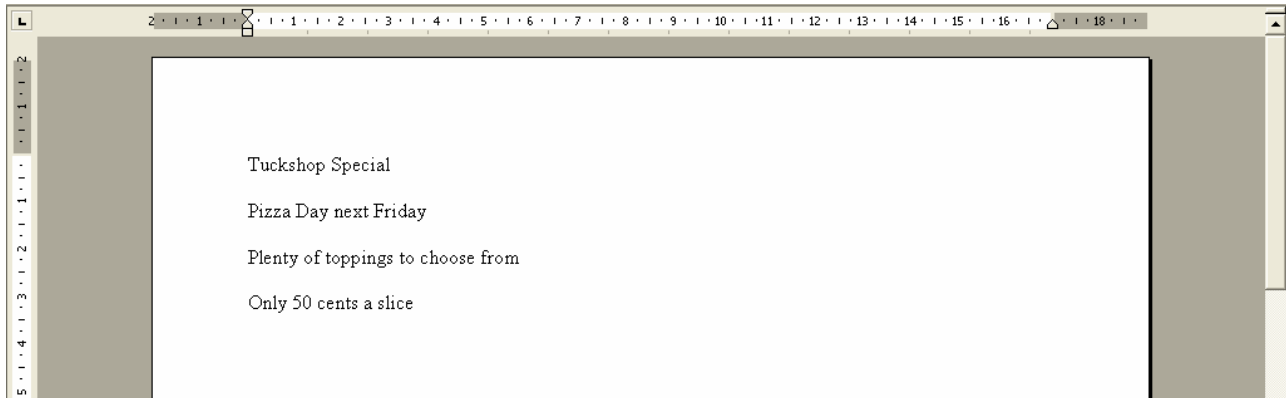

Creating a Poster in Microsoft Word

Step 1: Put your text on the page

For a poster this will probably only be a few lines of text. Don't worry about formatting the text for now (font, size, colour, alignment, etc) as this is best done after the graphics are inserted so you can get a feel for the layout of the page.

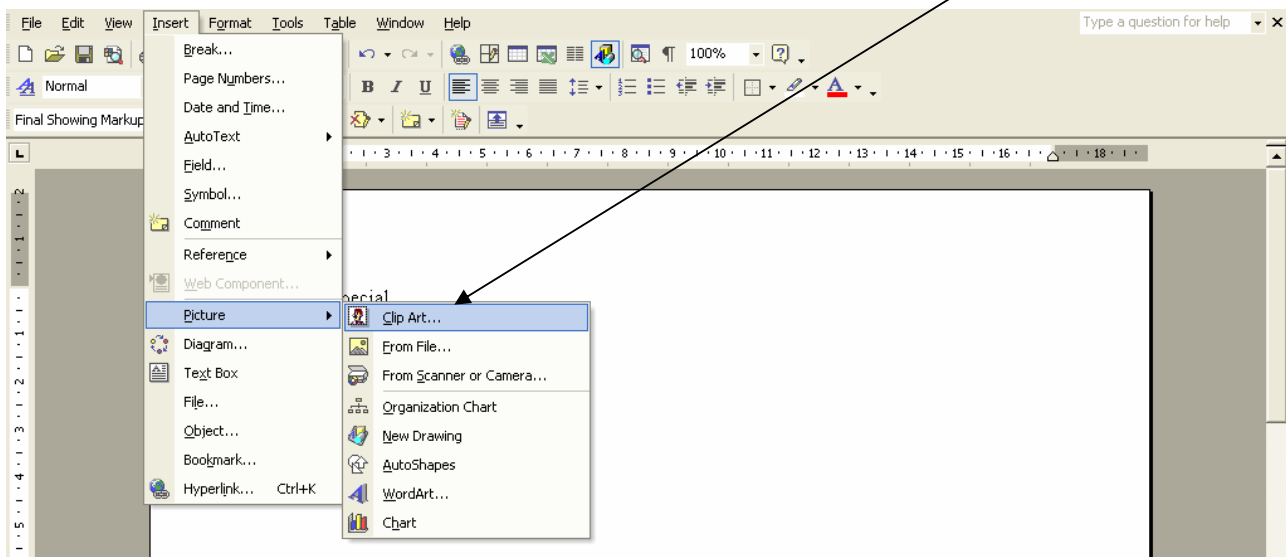
For instance a poster for the tuckshop might have these words ...



Step 2: Add your graphic to the page

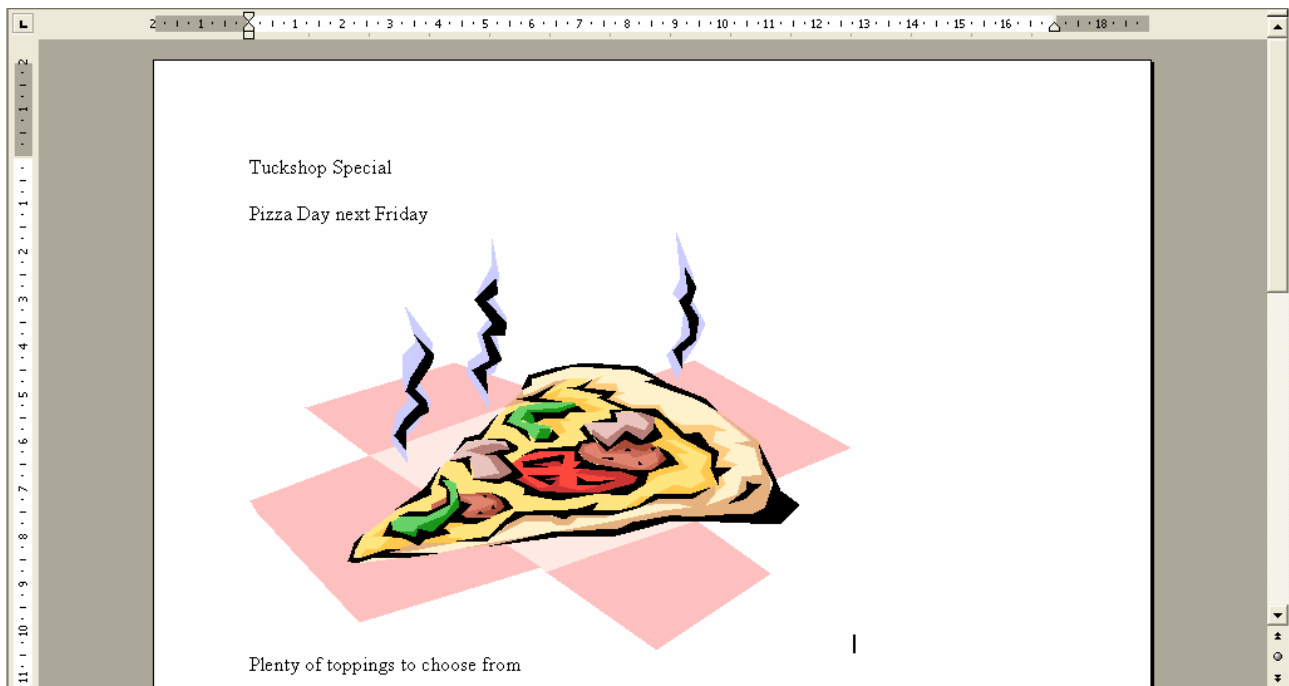
First click your mouse where you want your graphic to be inserted - in this case I might want the graphic inserted between the second and third lines of text ...

Go to the **Insert** menu, choose **Picture** and from the pop-out menu choose **Clip Art ...**



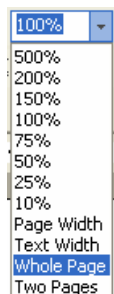
*You could also have chosen **From File ...** if you wished to insert your own image – perhaps taken with a digital camera or downloaded from the internet ...*

Select the graphic from the choices provided and it should be inserted into your document where you specified ... *(in this example between the second and third lines of text)*



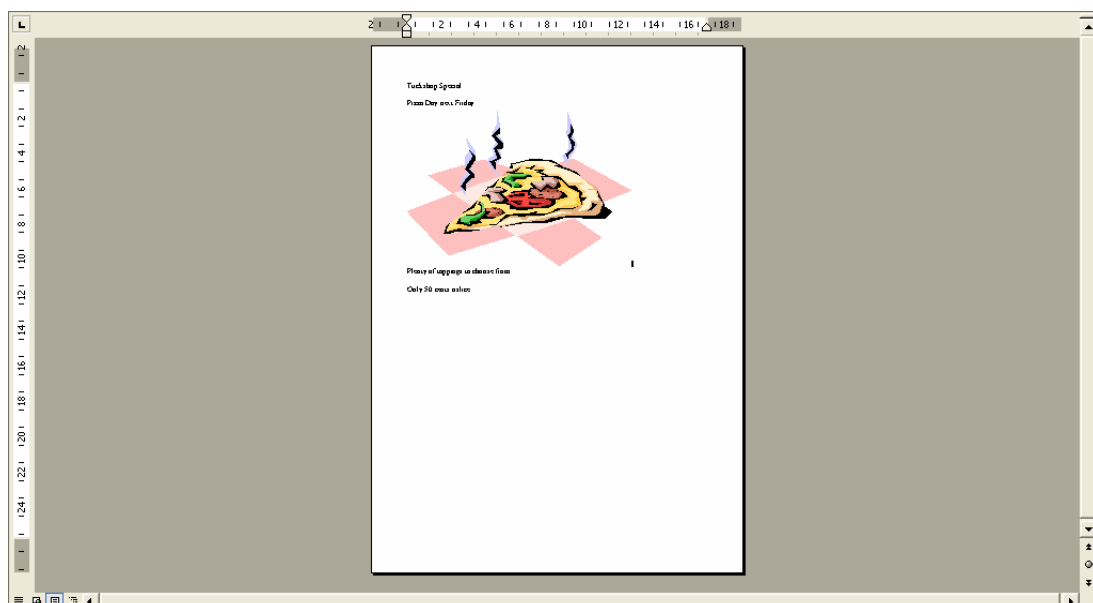
Step 3: Layout of the Poster

In order to lay out the poster it is important that you get a feel for the placement on the page.



Change your view of the page to **Whole Page** from the drop down menu

You now can see your whole page at once ...

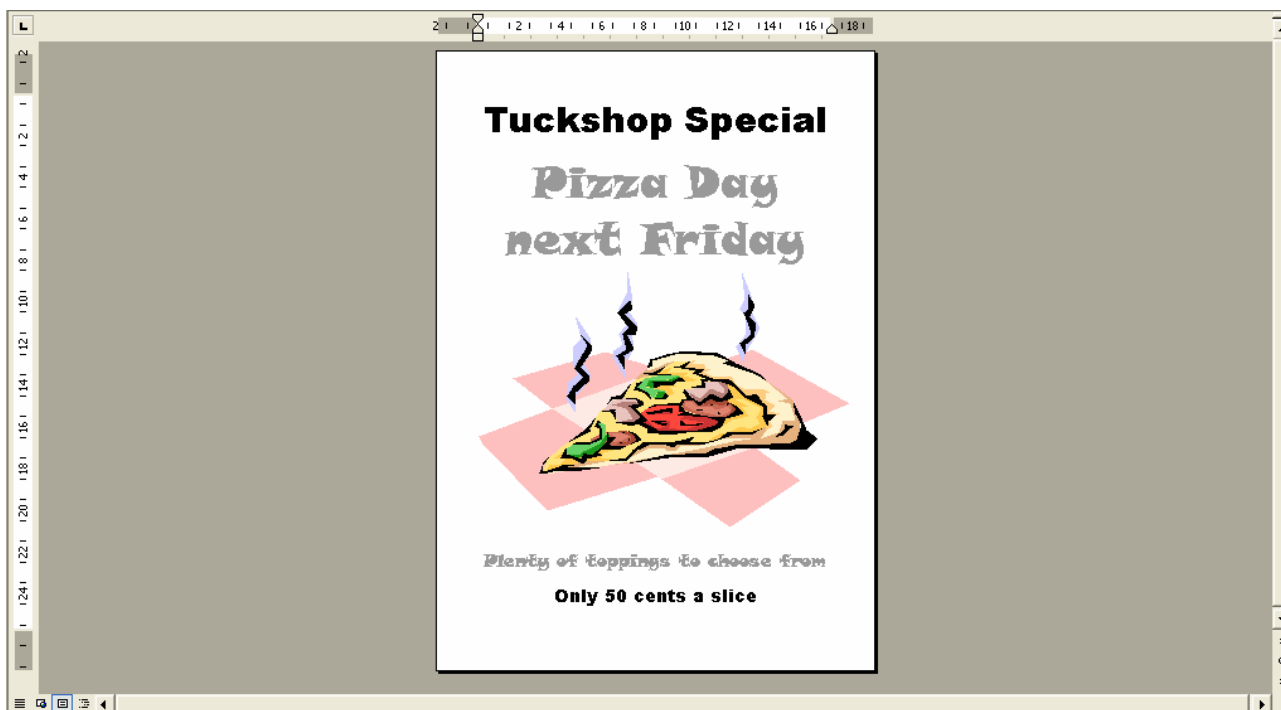


Step 4: Format the text

Remember to select the text you wish to format and then use the menus or toolbar to change the properties of that text.

Things that you will probably change include:

- Alignment (left, centred, right)
- Font (choose a font that fits in with your theme – make sure it is readable)
- Size (choose from the drop-down menu or type your own size to get it exact)
- Style (Bold or Italic)



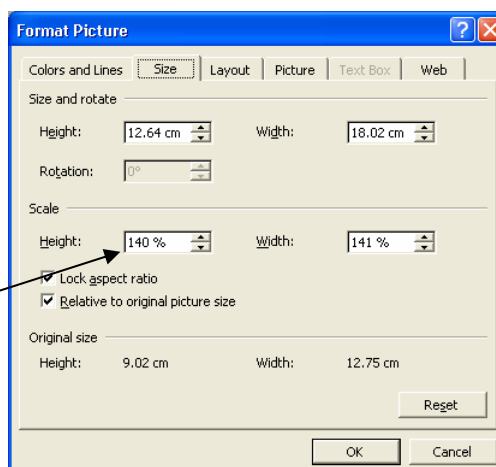
Step 5: Changing the Graphic Properties

You may need to change the size of the graphic to make it fit better on the page. There are two ways to do this.

You can double click on the graphic to bring up the **Format Picture** dialog box

Click on the size **Tab**

And type in a new size (the easiest way, if you want to keep the graphic in proportion is to type a new percentage in either the height or width box under the Scale option and it will automatically resize the graphic



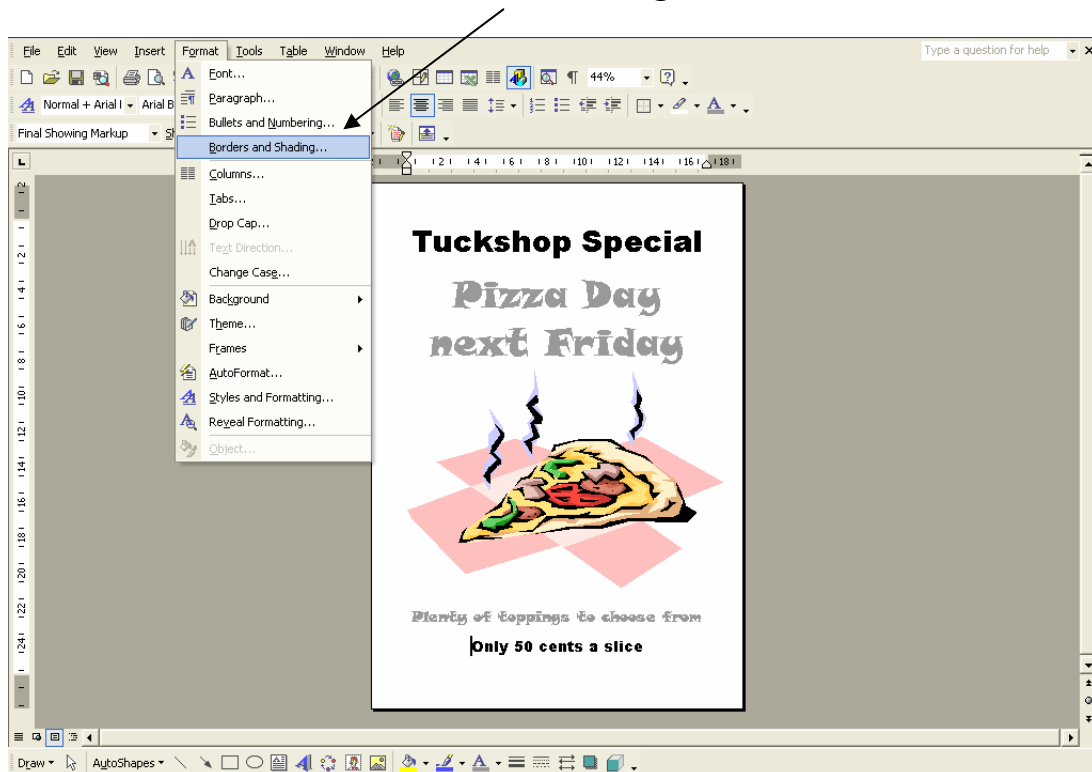


Another way to change the size of a graphic is to click once on the graphic to bring up its selection handles and drag the corner handles until the graphic is the size you desire ...

It is possible to distort the graphic using this method (*make it wider but not higher and so on*)

Step 6: Adding a Page Border

Go to the **Format** menu and choose **Borders and Shading ...**



From the **Borders and Shading** dialog box choose the **Page Border** tab ...

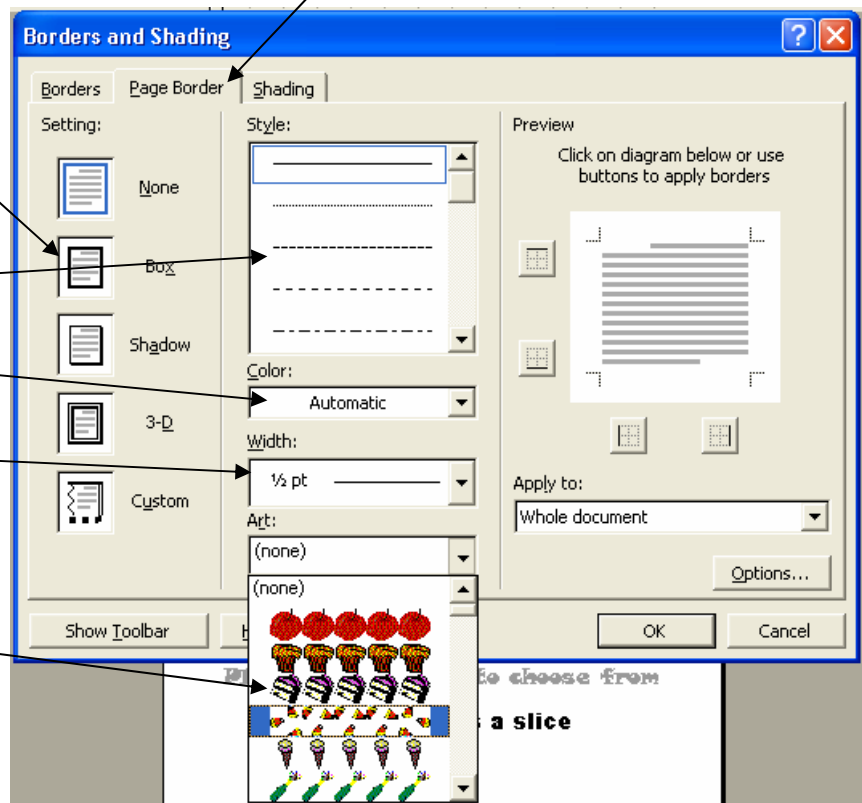
You can choose from a variety of **settings** (box, shadow, 3-D)

using a variety of line **styles** (solid, dotted, dashed)

And **colours**

And **sizes**

Finally you can use the **Art** option to get a more colourful border



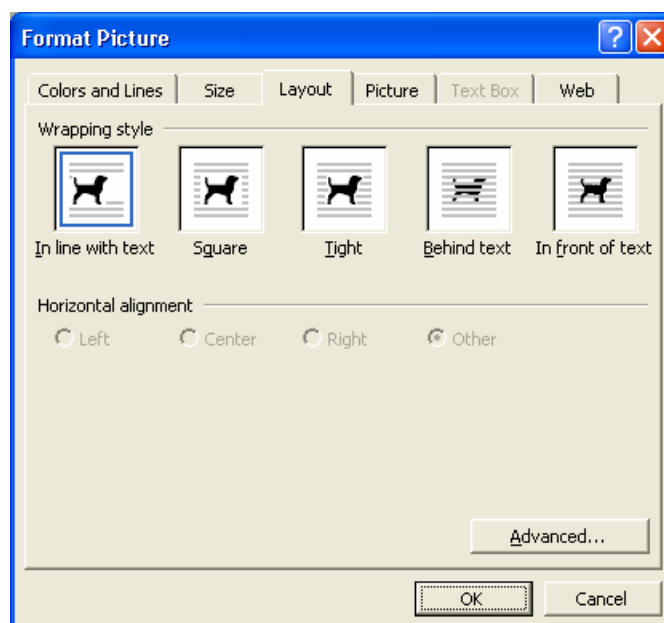
Have a play and see what you can come up with ...

Step 7: Extra things to try out

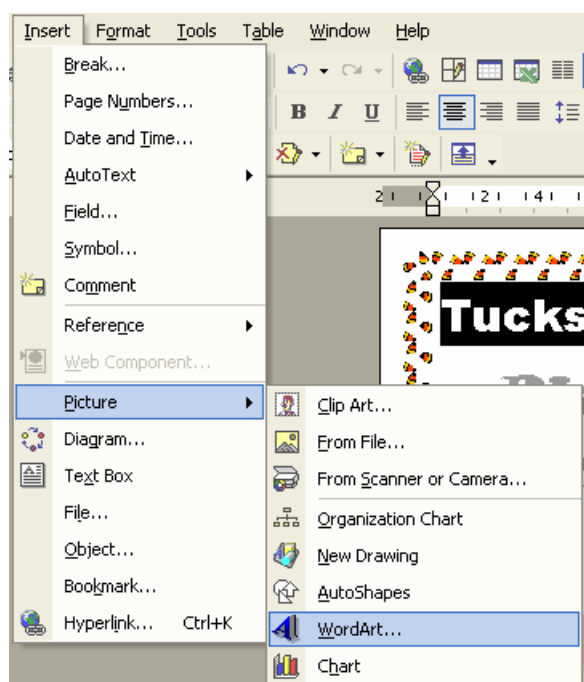
a. Layout of the graphic

So far we have simply inserted the graphic on the page between our text lines and it acts as if it were part of the text. You can change its properties so that the graphic is separate from the text so that you can have the text write across the graphic or wrap around the graphic as in a magazine. To do any of these things you need to call up the Format Picture dialog box and change its **Wrapping Style** under the **Layout** tab

Have a play with the options ..



b. Word Art instead of plain text



go to the **Insert** menu

choose **Picture**

from the pop-out menu choose **WordArt...**



Select a style from the **WordArt Gallery** box that appears and type your text ...

When it is inserted into your document the **WordArt** acts just like any other graphic so you can resize it, change its properties and so on.